

DOC GRANTS MANAGEMENT DIVISION
REVIEW CHECKLIST TO ENSURE THAT A PROPER BUDGET
JUSTIFICATION IS SUBMITTED WITH
FINANCIAL ASSISTANCE APPLICATIONS TO DOC

SPECIAL NOTE: DOC expects that applicants will ensure that no Federal or non-Federal grant funds will be expended for in-kind goods or services, for purposes of providing transportation, travel, and other expenses for any Federal employee. If an award is made based on this application, this provision will be incorporated into the award document as a Special Award Condition.

MATCHING: For agreements involving matching and cost sharing, the applicant must provide the same level of detail as outlined below for the DOC share.

SALARIES AND WAGES:

1. Is each individual identified by name and position?
2. Are time commitments such as hours and percent of time stated for each position?
3. Are the total charges for each person listed along with an explanation of how the costs were calculated?
4. Do the combined charges for all activities of any individual exceed 100% of their time?
5. Do the time commitments and charges appear reasonable?
6. For support or executive personnel, are costs charged to salaries excluded from the indirect cost category?
7. Are all individuals employees of the applicant organization? (If not, explain)
8. Is a cost of living increase built into the budget?
9. Are salary increases justified for the grant period?
10. Are any salary/personnel costs unallowable?. (i.e. Federal Employees or legislative personnel)

FRINGE BENEFITS: The budget narrative must provide a description and breakdown of the benefits received by personnel when rates are higher than 35%.

1. Are fringe benefits identified as a separate item?
2. Are all the elements that comprise fringe benefits indicated?
3. Do the fringe benefits and charges appear reasonable?
4. Are the total charges for each person listed along with an explanation of how the charges were calculated?
5. Are fringe benefits charged to federal and matching categories in the same proportion as salaries?

TRAVEL: The budget narrative must provide a detailed breakdown of travel costs totaling more than \$5,000 or 5% of the total project cost, whichever is greater.

1. For foreign, domestic and local travel, is each trip listed along with the destination, estimated mileage, method of travel, cost per mile and duration, number of travelers, per diem rate for meals and lodging?
2. If actual trip details are unknown, what is the basis for the proposed travel charges?
3. Is the requested travel directly relevant to the successful completion of the project?
4. Are the travel charges reasonable and realistic?
5. Contingencies or miscellaneous charges must be excluded!

SUPPLIES: The budget narrative must provide a detailed breakdown of supply costs totaling more than \$5,000 or 5% of the total project cost, whichever is greater.

1. Are supplies itemized by type of material or nature of expense?
2. For general office or business supplies, is the total charge listed along with the basis for the charge (i.e. historical use rates)?
3. For other specific supply categories, is the number of units, cost per unit and total cost specified?
4. Are the charges necessary for the successful completion of the project?
5. Are the charges reasonable and realistic?
6. Are disallowed costs (e.g. liquor, entertainment) excluded?
7. Contingencies or miscellaneous charges must be excluded!

EQUIPMENT: For any item(s) of equipment where the individual cost exceeds \$5,000, a description of the item and associated costs is required.

1. Is each item of equipment listed?
2. If over \$5,000 is there a description of how it will be used in the project?
3. If over \$5,000 has a lease vs purchase analysis been completed?
4. For each item of equipment, is the number of units, cost per unit and total cost specified?
5. Is each item of equipment necessary for the successful completion of the project?
6. Are the charges for each item reasonable and realistic?
7. Are disallowed costs excluded?
8. Contingencies or miscellaneous charges must be excluded!

CONTRACTUAL:

1. Is each contract or subgrant listed as a separate item? (*Separate budgets are required for subgrants or contracts regardless of the dollar value.*)
2. Are the products/services to be acquired described along with the applicability of each to the project?
3. Do the costs appear reasonable and realistic?
4. Are any sole source contracts contemplated?
5. If yes, is a sole source justification included with the application which describes why the proposed sole source entity

is the only source capable of meeting the applicant's project needs?

6. Are disallowed costs excluded?
7. Contingencies or miscellaneous charges must be excluded!
8. Are there contracts with non-US organizations?
9. Do you have a CD-512 on file for each of your subgrants or contracts?

CONSTRUCTION:

1. Is the construction/renovation authorized for this program?
2. Is the construction/renovation described?
3. Is the method described which was used to calculate costs?
4. Are the proposed costs presented in sufficient detail? Should include the following:
 - a. A listing of work to be performed
 - b. Cost detail by task or work order contemplated
 - c. Is the work being done by the applicant or outside contractors?
5. Is there a need for the type of work/costs being proposed?
6. Is the basis for the estimates of cost present? (Is there documentation to support cost estimates?)
7. Are the costs justified, reasonable, allowable, and realistic? Verify costs proposed to quotes received. (Generally, the presence of more than one bid obviates the need for extensive tests for reasonableness due to the element of competition involved.)

OTHER:

1. Are items listed by type of material or nature of expense?
2. For each charge, is the number of units, cost per unit and total cost specified?
3. Are the charges necessary for the successful completion of the project?
4. Are the charges reasonable?
5. Are disallowed costs (e.g. liquor, entertainment) excluded?
6. Are charges which duplicate indirect cost items excluded?
7. Contingencies or miscellaneous charges must be excluded!

INDIRECT COSTS:

1. Are indirect costs requested?
2. Is a copy of the current approved rate from the cognizant agency included?
3. Is the correct rate being used? (If a lower rate than is authorized in the indirect cost rate agreement is being proposed you must explain why your organization is deviating from the approved rate.)
4. Is the rate applied to the correct base?
5. Are charges which duplicate direct costs excluded? (If no, explain/revise.)

MATCHING:

1. Is a match (non-federal share) required for this program?
2. If yes, does the application meet the matching requirements?

3. Are the sources of match clearly identified? (i.e. cash or in-kind)
4. Does the application provide adequate documentation to support in-kind contributions?
5. Does the application exclude matching contributions, cash or in-kind, used for other programs?
6. Does the application exclude federal funds used as match?
7. Are all matching contributions necessary for accomplishing the project?
8. Are all matching contributions in compliance with federal cost principles?